

**New Milford Board of Education
 Operations Sub-Committee Minutes
 December 10, 2019
 Lillis Administration Building—Room 2**

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 NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
 Mr. Brian McCauley
 Mr. Joseph Failla, Alternate

Absent: Mrs. Eileen P. Monaghan

Also Present: Dr. Kerry Parker, Superintendent
 Ms. Alisha DiCorpo, Assistant Superintendent
 Ms. Ellamae Baldelli, Director of Human Resources
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services
 Mr. Kevin Munrett, Facilities Director
 Mr. Brandon Rush, Director of Technology

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order 7:30 p.m. by Mrs. Faulenbach. Mr. Failla was seated as alternate in the absence of Mrs. Monaghan.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> • Ms. Baldelli said there will be a revised Exhibit A for the Board meeting. • Mrs. Faulenbach asked about openings. Ms. Baldelli said there are four teachers, five paraeducators, one custodian and one food services, with some on the Exhibit for approval. <p>Mr. McCauley moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mr. Failla.</p> <p>Motion passed unanimously.</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p>

	<p>B. Decision on Motion for Counsel Fees</p> <ul style="list-style-type: none"> • Mr. Giovannone said this cost is split out on the purchase order between accounts. • Mrs. Faulenbach referenced the memo provided. She said it is her understanding that if the Board approves the expenditure, then the legal account will be over expended and a transfer will be needed eventually. Mr. Giovannone said that is correct. • Mr. Failla said he read the lengthy decision and it is his personal opinion, based on his expertise, that the court went out of its way to keep fees at \$25,000 and not award more. He said they have been losing the battle on this case every step along the way. • Mr. Giovannone said this expenditure will overdraw legal on the general ledger. The retainer itself, from which this expenditure is not taken, still has \$71,000 to expend for the year. • Mrs. Faulenbach said no further action is needed since the approval will move forward with the motion for the purchase order. <p>C. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated 11/30/19 2. Purchase Resolution D-729 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mrs. Faulenbach questioned a slight uptick to the unencumbered salary account, which is unusual. Mr. Giovannone said this report is a snapshot in time and it could be a vacancy showing up at the time of posting. • Mr. Giovannone noted that the amount for health insurance has been fully encumbered for the employer contribution. This will be adjusted monthly going forward as bills are proved against the encumbrance. The district is billed directly for the SPP. • Mrs. Faulenbach asked how this was done previously. Mr. Giovannone said when the 	<p>B. Decision on Motion for Counsel Fees</p> <p>C. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated 11/30/19 2. Purchase Resolution D-729 3. Request for Budget Transfers
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	<p>district was self insured, the actuary set the amount at the beginning of the year and the Board paid the Town 1/12 of that amount each month; there was no fluctuation.</p> <ul style="list-style-type: none"> • Mr. Failla asked about the permit parking fees which he thinks are lower than budgeted every year. Mr. Giovannone said they are posted quarterly, but the bulk of the payments are usually up front. • Mr. Failla said he thinks the \$225 fee is outrageous. Seniors are charged for everything they do through the year. • Mrs. Faulenbach noted that there was robust conversation about this item at budget time last year. • Mrs. Faulenbach asked what the Transfer in – Other line consists of. Mr. Giovannone said he will check. • Mrs. Faulenbach asked if the Town has made a contribution to the Turf Fields account. Mr. Giovannone said he does not know. • Mrs. Faulenbach asked if the hot water heater item on the purchase resolution is for equipment only. Mr. Munrett said yes. She asked for details regarding the warranty. Mr. Munrett said he would provide them. <p>Mr. McCauley moved to bring the monthly reports: Budget Position 11/30/19, Purchase Resolution D-729 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Failla.</p> <p>Motion passed unanimously.</p> <p>D. Gifts & Donations</p> <p>1. PTO — Exhibit B</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the PTO continues to provide amazing support throughout the year. <p>Mr. McCauley moved to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval.</p>	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 11/30/19, Purchase Resolution D-729, and Request for Budget Transfers to the full Board for approval.</p> <p>D. Gifts & Donations</p> <p>1. PTO — Exhibit B</p> <p>Motion made and passed unanimously to bring Gifts &</p>
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	<p>Motion seconded by Mr. Failla.</p> <p>Motion passed unanimously.</p> <p>E. Celtic Energy</p> <ul style="list-style-type: none"> • Dr. Parker said they are waiting on the MOU but Celtic is moving forward with project planning. • Mr. Munrett said Celtic has given the RFQ to the Town for review. <p>F. Grant</p> <p>1. Perkins V</p> <ul style="list-style-type: none"> • Mr. Failla asked if the Robotics Club was popular. Ms. DiCorpo said it is and there is a middle school club as well. • Mr. Failla asked for the definitions of the acronyms used in the memo. Ms. DiCorpo said CTE stands for Career and Technical Education, FBLA for Future Business Leaders of America, and DECA for Distributive Education Clubs of America. She said students in these two clubs frequently win awards at competitions. • Mr. Failla said these are the kinds of accomplishments the Board needs to publicly celebrate, especially in view of New Milford's low per pupil spending. He would like to see the Board take time to do that more. • Ms. DiCorpo agreed and said they are also publicized in the district newsletter. • Mrs. Faulenbach noted that the memo discussed the bulk of the funds and she asked what the rest of the funds were used for. Ms. DiCorpo said primarily for transportation to events. She said the grant has not changed too much yet but New Milford is out ahead of coming changes as far as developing community partnerships such as the one with Medinstill. <p>Mr. McCauley moved to bring the Perkins V Grant to the full Board for approval.</p>	<p>Donations: PTO-Exhibit B to the full Board for approval.</p> <p>E. Celtic Energy</p> <p>F. Grant</p> <p>1. Perkins V</p> <p>Motion made and passed unanimously to bring the Perkins V</p>
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	<p>Motion seconded by Mr. Failla. Motion passed unanimously.</p>	<p>Grant to the full Board for approval.</p>
<p>4. A.</p>	<p>Items of Information Relocation of Administrative Offices</p> <ul style="list-style-type: none"> • Dr. Parker said this piggybacks on conversation from the Facilities meeting. • Mrs. Faulenbach had questions regarding the timeline and budgeting. Mr. Giovannone said the plan is to budget for current operating expenses for Lillis, then transfer to a relocation account if the plan is approved. He said there is no budget impact in year one. After that, there are cost avoidance savings in subsequent years, in operating costs and capital projects. • Mrs. Faulenbach said if the move is approved, the Board will eventually need a motion to vacate Lillis and return the building to the Town. Mrs. Faulenbach said she would like to see enrollment projections. She said the Town paid for the report the first time it was done. She asked for a comparison of square footage building-to-building, as well as a total count of personnel. • Dr. Parker said the relocation expenses quoted are a best guestimation right now and subject to shift. • Mr. Giovannone said operating expenses are budgeted amounts. • Mrs. Faulenbach said she is not against the plan, she just wants it to be properly vetted and to look at various funding sources as part. • Mr. McCauley asked if the Town could refuse the building. • Mr. Failla said they cannot. It is Town property, the Board would just be ceding control. He said he is looking forward to that. • Dr. Parker asked what the Board would like to see for next steps. • Mrs. Faulenbach suggested the topic might go 	<p>Items of Information A. Relocation of Administrative Offices</p>

on the full Board agenda and that a timeline for the project be fleshed out with the new Chair.

- Dr. Parker said the topic is certainly gaining momentum internally.
- Mr. Failla said he would like to see the ball roll and a decision made to get administration out of Lillis. He wants to see it on the Board agenda. He would also like to see the Town informed, with the hope that their cooperation will help move things along faster and smoother.
- Mrs. Faulenbach said that once the Town is involved, perhaps there could be a financial discussion as well.
- Mr. McCauley asked if the Municipal Building Committee needed to be part of the discussion.
- Mr. Failla said there is no relevance, the building is the Board's sole purview.
- Mrs. Faulenbach agreed, saying there is no connection. She asked that if Board members think of other questions, they should forward them to Dr. Parker.

B. Budget Drivers – District Wide

- Mr. Giovannone said the only change to the memo from last month is that estimated costs have been added in blue.
- Mrs. Faulenbach asked about the purpose of the memo. Is it to solicit feedback from Board members or to inform them of what they will be seeing in the presented budget?
- Dr. Parker said the memo shows what the district would like to have in a perfect world to move forward. However, they are already making cuts internally, because they realize ramifications that will have an impact to the bottom line, such as health insurance.
- Mrs. Faulenbach asked about the SSO budget driver and said it would be helpful to have an update from Chief Cerruto prior to budget. She suggested legal be consulted to see whether that update should be in executive session.
- Mr. Failla said he would like more information

B. Budget Drivers – District Wide

	<p>on the recommended counselor additions prior to budget.</p> <ul style="list-style-type: none"> • Mr. Failla asked for clarification regarding the district owned copiers. Mr. Giovannone said leased machines will be new. There is an additional budget cost to fold currently owned machines into a lease schedule. • Mrs. Faulenbach asked where the district is trending regarding insurance. Mr. Giovannone said they know for the SPP only. The actuary said the Town will be at 8% and the BOE at 7% for the SPP only. There is also Teamsters, dental, vision and employee assistance insurances to consider. • Mrs. Faulenbach asked if that is a hard 7%. Mr. Giovannone said yes, as of today, and it does not include the reduced Litchfield County rate to be phased in. • Dr. Parker said they were told that if the district had stayed with Cigna, the increase would have been 17%, not 7%. • Mrs. Faulenbach said that was a good point to remember. In that light, this is a much smaller increase, but it is still an increase in the end. 	
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
<p>6.</p>	<p>Adjourn</p> <p>Mr. McCauley moved to adjourn the meeting at 8:25 p.m. seconded by Mr. Failla and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:25 p.m.</p>

Respectfully submitted:

Wendy Faulenbach, Chairperson
 Operations Sub-Committee